

FREQUENTLY ASKED QUESTIONS ABOUT THE DD FORM 1556

The DD Form 1556, (Mar 87) is your friend. It has many uses and is a very valuable tool for tracking training related data.

The most frequently ask questions are:

When do I use a DD 1556?

Technicians use a DD1556 anytime they or subordinates need to attend training in a Technician status. This is true even when there is not cost to attend the course. IE: PEC Courses that have no tuition cost or no travel cost. The data that is on the form is required when inputting a completion certificate.

Why do I need to include indirect costs? I don't know what these costs are?

These costs are input into the Defense Civilian Personnel Data System (DCPDS) and are used to help us justify funding for the state training needs. These costs are an estimate. You can get an estimate on the plane ticket from SATO, the per diem rates are reflected from DFAS and can be found at <http://www.dtic.mil/perdiem/rateinfo.html> . You would just multiply the number of days that you are gone times the amount of per diem that is paid in the area you are traveling to. Note: The training period is inclusive of travel time on both ends.

The Form takes too long to fill out can I just tell you when I am going?

No, the form is required to certify that the funds are available for you to attend the course and to provide the information needed to input the course into DCPDS. HINT: Blocks 1-12 and blocks 32-34 do not change very often, save the DD1556 and then just change the blocks 17-30 as needed.

Why do I need to send the evaluation (Page 3 & page 11) back to the EDS? If I stayed at the class it must have been worthwhile, so I should not need to tell you about it.

The evaluation pages are important because they serve as a blueprint for the future training of individuals. If the course was bad when you went it may be bad when the next one goes through. I would hope we would not want to keep sending individuals to the same class when it did not meet out needs. The pages also serve as a way to match the completion certificate up with the page one that I received to register you in the class. That way I know that you requested the class before you went and I have all the information I need to input into the completion into DCPDS.

When do I need to sign the Agreement to continue in service (page 4)? How long am I obligated?

The agreement is for use when a technician will be attending 80 hours or more during a particular training session. The particular agency can prescribe more but not less than then agreement is listed. At present the Arkansas National Guard has not added any amendments to this policy. You are obligated for 3 times the number of days spent in training. IE you spend 3 weeks in a class you are obligated for 9 weeks following the training.

What forms do I need to send to the EDS? Form flow prints 13 pages.

For the initial request you only need to send to the EDS the first page of the DD 1556. Attach any supporting information, registration forms, flyer explaining the class. If you want a signed copy faxed back to you include a fax number and annotate that you want a copy back. If you need to be registered in the class you will need to let the EDS know that.

Why do I need to input the request into ATTRS and send the DD1556?

Think of the ATTRS system as a registration platform for another company. Only in this case the units have access to be able to register you. The DD1556 is a record of the attendance and certification of the funds to pay for the class and/or the travel costs.

I have several personnel attending the same class, Do I need to complete a DD 1556 for each?

No, you can submit one request with all the applicable information on the class and in the name block print see attached. Fill out the form as if one person were attending for the cost and course hours. Attach a list of attendees to include: Full name, Social Security Number, Job title, and work location. The EDS can input from there.

Can I attend college classes with the DD1556? Do I have to go to class only at night?

Maybe, your supervisor will determine if the classes you want to take are applicable to your job. Title 5 USC Section 4109 and 4112 address these and allow for the use of program funds to pay for classes. We can pay for entire course, share the cost or pay for none of it. Normally if your supervisor sees the need and money is available then you can attend using the DD1556.

You can attend classes during working hours if you and your supervisor work it out. That could entail allowing you to attend in a paid technician status providing flex work hours for you to attend or providing you comp time to attend on your own time. These have to be worked out in advance of the course attendance and are best served if they are put in writing.

Can I obtain a Degree using the DD1556?

Maybe, the restrictions on paying for a degree for Civilian employees has been loosened. However, very specific circumstances have to apply. For example: You must be in a position that has been targeted as a hard to fill job by OPM, DOD or your Agency. The EDS should be involved in this process. As a general rule if the degree is obtained as a result of attending some classes paid by the DD1556 it is allowable, however these classes would have to be applicable to the job you are in.

Do I need to submit a DD1556 to attend a conference?

It depends, if the conference will provide training, a certificate, or is a continuing education requirement then you will need to submit the DD Form 1556. In addition if there is a conference registration fee you need to turn in a DD1556 whether you plan on paying for the registration and then get reimbursed or whether the EDS pays up front for you. Any expenses related to training have to be captured on the DD1556.

I am AGR, will I ever need to submit a DD1556?

There is no requirement for it, however if you want the EDS to register you or pay for a training class you will need to submit a DD1556. The EDS will pull the money out of the AGR travel account when the impact statement arrives. The completion certificate will be forwarded to DCSPER after the EDS has finalized the completion of training.

Will the EDS complete my orders request when I turn in the DD 1556?

No, the responsibility is still on the unit to complete your orders after receiving the approved DD1556 back to them.